

SUPERINTENDENT OF TRAFFIC MAINTENANCE

General Statement of Duties: Directs the activities of the Traffic Maintenance Division of the Public Works Department.

Distinguishing Features of the Class: This is a highly responsible supervisory and administrative position. The employee is responsible for planning and directing a comprehensive maintenance program for City traffic signals, signs, and meters. Work is performed under general supervision with a high level of independent judgment and initiative required.

Areas of Accountability:

1. Directs the activities of the Traffic Maintenance Division.
 - Plans and schedules the repair and maintenance of City traffic signals, signs, and markings in accordance with current traffic safety standards.
 - Supervises the operation of parking meters and lots.
 - Establishes maintenance practices, policies and procedures to meet goals of the division.
 - Develops comprehensive maintenance programs to meet goals of the division.
 - Plans, directs, coordinates, supervises and reviews the collection, tabulation and analysis of traffic information pertaining to traffic congestion, hazards and parking conditions.
 - Participates in long and short range planning and design of transportation, traffic and pedestrian improvements.
 - Coordinates the activities of engineering design of traffic signal systems, street signs and markings.
 - Confers with other City officials and public agency representatives, including federal and state groups, regarding transportation planning and traffic engineering activities.
 - Prepares detailed reports and exhibits relating to traffic engineering activities.
2. Directs and coordinates activities of division personnel.
 - Directs employees under his/her control in accordance with Personnel, Equal Employment -Opportunity and Affirmative Action policies, and union contracts.
 - Recommends hiring and disciplinary actions.
 - Reviews and evaluates performance of subordinate personnel.
 - Defines and delegates authority and responsibility to appropriate subordinates.
 - Maintains open communications with employees and supervisors.
3. Provides for training of division personnel.
 - Orientates new employees with regard to work rules, safety procedures, and care and use of equipment.

- Ensures that division personnel receive the training necessary to keep them knowledgeable of current practices and procedures in traffic control and traffic safety.

4. Maintains appropriate records.

- Assures division compliance with City reporting procedures (forms, etc.).
- Maintains records of work rule infractions, employee counseling, and other personnel actions.
- Maintains complete record of the maintenance activities of the department.
- Maintains records of complaints received concerning operation of the division.
- Maintains up-to-date traffic accident records.

5. Assists in administering the activities of the Public Works Department.

- Provides recommendations (written reports when appropriate) in his area of authority and expertise.
- Serves as an active member of departmental and City-wide management staff teams created to deal with specific problem issues.
- Coordinates division activities with other divisions and departments of the City.

6. Deals with the public and other agencies.

- Handles public complaints and inquiries on an individual basis.
- Coordinates activities of the division with other agencies.

7. Prepares division's annual budget proposal and administers division budget.

8. Performs additional duties as may be required.

Required Knowledge, Skills and Abilities: This position will require a thorough knowledge of the placement, installation and maintenance of traffic control devices, including but not limited to the following areas: Traffic signals, including electro-mechanical and solid state controllers; loop systems; and traffic sign placement as per the Manual of Uniform Traffic Control Devices. Knowledge in electronics and a computer background is also essential. Thorough and comprehensive knowledge of the Manual on Uniform Traffic Control Devices is required.

Acceptable Experience and Training: Prefer four year engineering degree from an accredited school, five years work experience in an area related to traffic maintenance, and two years supervisory experience. A combination of education and experience which provides the required knowledge, skills, and abilities may be accepted in lieu of a formal degree. Must have a valid Iowa's driver's license.